



Ministry of Security and Justice



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„Referral of and assistance for victims of human trafficking in Europe” – RAVOT-EUR
HOME/2012/ISEC/AG/4000004405

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Description of content
Training Manual on
Transnational Referral Mechanism for Victims of Human Trafficking among Belgium, the Netherlands and Hungary

Aims and background

Recent findings of the European Commission's data collection exercise established, that **Hungary** is one of the **major source countries** within the European Union. Hungary is primarily a **country of origin and transit** for women and girls trafficked for sexual exploitation, and a source country for men and women trafficked for labour exploitation. Furthermore, **Belgium and the Netherlands** are among those European countries where Hungarian citizens most often fall victims of human trafficking. Hungarian authorities regularly receive information about Hungarian **trafficked persons** in Western European countries who wish to return to Hungary and are **not always willing to stay** in the country of destination. Some of them that returned home often seem to fall victim of in the destination countries again. Their **(re)integration was not successful**, which enabled traffickers to regain control of them.

At the same time there is a **lack of knowledge**:

- of relevant authorities and organizations background, tasks, responsibilities in the referral and identification of victims;
- of respective service providers' availability, conditions; and
- what Hungarian trafficked persons can expect when they return home.

These hamper the effective transnational referral of trafficked persons however **any missing link can result in delays in assistance** endangering the safety of the victims.

The aims of the handbook are to provide as a tool comprehensive, practical information for experts involved in the identification, referral and assistance of human trafficking victims on the nature of human trafficking, effective ways of victims' referral and assistance, real case studies. This **ensures** that professionals will be in possession of knowledge and skills relevant for effective assistance, identification, and transnational referral of trafficked persons, international cooperation with each other, and the reintegration of victims.

Target group

The target group of the Training Manual are experts of authorities and civil society organizations involved in the identification, referral and assistance of victims and part of the



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standard operating procedures (police officers, investigators, legal practitioners, victim support assistants, service providers, consular staff).

The Training Manual as a whole or its parts will be used for **dissemination** in different ways.

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Tasks

Exact tasks of all authors

- **Developing and writing Training Manual** on *“Transnational Referral Mechanism for Victims of Human Trafficking among Belgium, the Netherlands and Hungary”* in English according to the instructions:
- Authors shall prepare a **research plan and conduct research** in the topics of the chapters listed above.
- In the framework of **desk research/review** authors shall overview relevant legislation, books, websites, reports, statistics reflecting on the phenomenon.
- In the framework of research authors shall **conduct interviews** with relevant professionals of organisations and authorities and coordinate input from organisations in the national network.
- In order to understand challenges and the phenomenon from victims’ aspect, to identify victims’ needs, authors shall **conduct interviews** with human trafficking victims.
- In the framework of the project a website will be set up. Authors shall contribute to provide **written content of the website** in line with the training manual.
- Based on the identified organizations and authorities which are part of the transnational referral process authors shall prepare a **database** (it will be displayed only on the website) which contains:
 - Name of authority / organization
 - Contact information
 - Region
 - Capacity
 - Provided assistance
 - Target group
- **Collect relevant illustration** (flowchart of national and transnational referral, photos) which can be displayed
- During the development of the document authors shall:
 - **cooperate closely** with the partner-authors
 - **report on the status** of the fulfilment of the document to the Ministry of Interior of Hungary
 - **attend meetings personally in Hungary**, if it is necessary and if experts are invited to do so. The first meeting which writers would be asked to attend is foreseen to be held in March. The necessary organisational background and services (travel, accommodation, meals) will be provided by the Ministry of Interior of Hungary for those meetings.



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Editing – Hungarian expert

The chosen Hungarian author will be invited to edit of the Training Manual based upon the regular consultations with the Ministry of Interior of Hungary and the other two experts (Dutch, Belgian).

Detailed information about the Training Manual

Chapters

0. Table of contents

I. Foreword – cca. 1%, 1,5–2 pages total, written by HU Mol

The aim of this chapter is to provide an introduction and background information for the readers:

- What is the background of the project?
- Why was it necessary to prepare this handbook?
- What is the aim of the handbook?
- What is the scope of the handbook?

II. Acronyms and Abbreviations – cca. 1%, 1,5–2 pages total, recommended to be written by BE, NL, HU writers

The aim of this chapter is to collect and define common acronyms and abbreviations used.

III. Phenomenon of trafficking in human beings – cca. 8%, 12-16 pages total, recommended to be written by BE, NL, HU writers

As an introductory chapter its aim is to provide a brief overview on the phenomenon in order to understand the roots of victimization and characteristics of the phenomenon, victims, and perpetrators:

- What is the definition of trafficking in human beings?
- What are the types of human trafficking?
- What are the push and pull factors/reasons of victimization?
- Which offences are linked to human trafficking?
- Myths and facts in relation to human trafficking

IV. Country profiles and key definitions –cca. 10%, 15–20 pages total, recommended to be written by BE, NL, HU writers

The aim of this chapter is to provide an overview on the characteristics of the countries, to summarize and define the most important definitions in the field of identification, assistance and referral of human trafficking victims of each country. This would contribute to clear the slight differences, understand the meaning of the listed concepts





from the perspective of each country and to understand the situation and challenges of the countries:

- What are the trends of each country?
- What are the characteristics of the victims and the perpetrators? (gender, age, origin, family background, educational background etc.)
- Which are the main national legislations relating to human trafficking?
- What is the institutional background of each country?

Key definitions are e.g.:

- Trafficking in human beings (+forms of thb)
- Exploitation
- Prostitution
- Victim of human trafficking
- Perpetrator of human trafficking
- Identification
- Referral
- Reception centre
- Shelter
- Transnational referral mechanism
- Standard operating procedures
- Compensation

V. Transnational Referral Mechanism – cca. 50%, 75–100 pages total, recommended to be written by BE, NL, HU writers

The aim of this chapter is to provide practical and easy-to apply knowledge on the national referral mechanisms of Belgium, the Netherlands and Hungary and through this on the joint transnational referral mechanism of the partner countries. In order to understand the process it has to be illustrated through flowcharts. The content of this chapter contributes to the coordination and cooperation of professionals, to network-building, to smooth information exchange and to prevent blocks of the process:

- National referral mechanism of each country
- What is the definition of the transnational referral mechanism?
- What are the steps of the transnational referral mechanism?

The aim of this sub-chapter is to provide practical information on effective identification, assistance, protection, referral / return methods with regard to the special needs of victims as well as to give an overview about the background of available services and authorities:

- Identification
 - What are the steps of the identification of human trafficking victims?
 - What are the signs of victimization?





- Which authorities/organizations are taking part in the identification?
- What kind of factors need to be taken into account when a victim is identified?
- How/under what kind of circumstances should be a victim identified?
- Checklist
- Assistance and protection
 - What are the steps of assistance and protection?
 - Which authorities/organizations are taking part in the assistance and protection of victims?
 - Checklist
- Referral / return to Hungary
 - What are the steps of referring / returning a victim from Belgium / The Netherlands to Hungary?
 - Which authorities / organizations are taking part in the referral / return process of a victim to Hungary?
 - What kind of factors (risk assessment) need to be taken into account when a victim is referred to Hungary?
 - How/under what kind of circumstances should be a victim referred?
 - Checklist
- Criminal and civil proceedings
 - Brief overview of criminal and civil proceedings in each country
 - How should be the victim assisted during the criminal and civil proceedings?
 - How should be the victim prepared for criminal and civil proceedings and to being a witness?
 - How could be the victim encouraged to report crime?
 - What are the reasons for the victims rejection of taking part in the criminal and civil proceedings and cooperating with the authorities?
 - Checklist

VI. Return to Hungary –cca. 25%, 37,5–50 pages total, recommended to be written by HU writer

The aim of this chapter is to provide information for experts assisting Hungarian victims about their future situation and opportunities when they return to Hungary.

- What kinds of assistance and compensation opportunities are available in Hungary?





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- How are underage victims assisted in Hungary? (Overview of the child protection system)
- How many shelters are available in Hungary?
- What kind of recovery programmes are provided by the shelters?
- What kind of reintegration programmes are available in Hungary?

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VII. Conclusion – plan to improve assistance – future perspectives – cca. 5%, 7,5–10 pages total, recommended to be written by BE, NL, HU writers

The aim of this chapter is that based on the research and interviews with professionals and victims provide an overview on identified weaknesses, challenges, differences in the referral and assistance process and summarize recommendations, suggestions (if available) how these could be improved.

Methodology for writing

The document has to be developed with regard to national (Belgian, Dutch and Hungarian) and international legislation in force, referring properly to existing books, studies, reports, statistics. It has to be in compliance with data protection standards. In order to ensure visibility of the project proper guidelines will be provided for the experts.

Language of the document: English

Page format: The document should be prepared as word processing documents on A4, leaving a liberal margin of 2,5 cm on all four sides.

Line spacing: 1,5

Paragraphs alignment: justified.

Fonts: Times New Roman and point size 12.

1 page equals: 2500 characters including spaces and without footnotes, textboxes and endnotes. (Example for calculation: length of the written text is 15476 characters incl. spaces without footnotes, textboxes, endnotes / 2500 = 6,19 pages.)

Illustrations, tables and images: should be clear, easy to read and of good quality and available in separate files (e.g. *.jpg; *.xls) as well.

References

The references should be cited in footnotes and listed in the end of the document. A complete reference should comprise the following:

- **An article in a journal**
E.g.: Author's Initials Surname. journal, year, volume, issue, page no.



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- **A book**

E.g.: Author's Initials Surname. Title, Edition, Publisher, Place of publication, Year of publication; page no.

- **A thesis**

E.g.: Author's Initials Surname. MSc/PhD/DSc thesis, University (town, country, year of publication).

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Abstracts

It is beneficial to start the chapters with a brief summary of the significant and essential items of the chapter.

Quotation of good practices and experience from professionals and victims in identification, referral and assistance

Through practice oriented approach good practices and experience of professionals and victims could be included e.g. in the beginning of the chapters. These would serve as “eye catchers” and would contribute to understand better the phenomenon, challenges and needs.



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